

EDUCATION

Indiana University Bloomington, Bloomington, IN

Master of Library Science, expected December 2010

University of Chicago, Chicago, IL

Bachelor of Arts in visual arts, minor in art history, June 2006

WORK EXPERIENCE

Asian language specialist, IU Wells Library, Bloomington, IN, July 2010 – current

Perform check-in of East Asian language serial titles; initiate claims; create and update serial controls; process cancellation and new titles; prepare materials for binding

Scanning technician, Digital Library Program, Bloomington, IN, October 2009 – current

Digitize books, sheet music, and archived materials on various types of scanners; perform color correction and enhancement; perform record keeping for each project

Translator, The Cambridge Group, Chicago, IL, November 2009

Provided written French-English translation services for the company's focus groups

Language assistant, Poitiers Board of Education, La Rochelle, France, October 2008 – April 2009

Led language drills and activities; devised lesson plans in conjunction with head teachers to supplement school or class curriculum; recorded and edited audio and video clips; collaborated with Chicago Lab School teacher on an exchange project for 8th graders

Art instructor, Starlight Art Center, Schaumburg, IL, January-August 2008

Taught small groups of young children age 4 to 14 painting and drawing techniques and concepts using mixed media, primarily with acrylic, watercolor, oil pastel and charcoal; maintained communication with students' parents on students' progress

Cataloging assistant, Center for Research Libraries, Chicago, IL, 2006 – 2008

Performed original and copy cataloging and database management; served as primary assistant in completing the Foreign PhD Dissertation Project; supervised and trained student workers; conducted research online for special projects; updated and revised information for bibliographic records and collection topic guides

Student employee, Center for Research Libraries, Chicago, IL, 2005 – 2006

Performed minimum-level copy cataloging; digitized serials for preservation; performed post-processing (cropping, file conversion); updated holding information

Art instructor, Strive Tutoring, Chicago, IL, 2005

Implemented art projects for elementary to middle school students in collaboration with other instructors; organized field trips to complement classroom activities

Interpreter, NPE 2006: International Plastics Showcase, Chicago, IL, June 2006

Provided oral interpretation services (Chinese-English) for Chinese companies

Teaching assistant, Neighborhood School Program, Chicago, IL, May 2004 –2006

Assisted Chicago Public School teachers in the classroom and with after-school activities; worked one-on-one with adult GED students on mathematics

CHIAYI TSUI
tsuic@umail.iu.edu

Proofreader, Encyclopedia Britannica, Chicago, IL, June-August 2004

Proofread, edited and translated a series of articles from English to traditional Chinese for one of Encyclopedia Britannica's publications targeted at middle school students

CONTINUING EDUCATION

Summer Workshop in Slavic, East European and Central Asian Languages, Bloomington, IN

Intensive Uyghur language program, summer 2010

Université de La Rochelle, La Rochelle, France

French literature and media communication classes, autumn 2008 – spring 2009

Center of the University of Chicago, Paris, France

Intensive European civilization and French language program, autumn 2004

SKILLS

Languages: fluency in French and Chinese; bibliographic knowledge of Japanese and Uyghur

Cataloging rules and standards: familiarity with MARC21, AACR2, CDWA, VRA Core

Web technologies: working knowledge of XML, HTML, CSS, RDF

Library software: familiarity with SirsiDynix Workflows, Millennium ILS, OCLC Connexion

Applications: Microsoft Office Suite; Adobe Photoshop, Illustrator, and InDesign; oXygen

Computer operating systems: Macintosh (OS X) and Windows; some experience with Unix

AWARDS & HONORS

ALA Spectrum Reach 21 Travel Grant recipient, 2010

U.S. Department of State Title VIII Grant recipient, 2010

Indiana Librarians Leading in Diversity Fellowship recipient, 2009

High Pass with Honors on the University of Chicago's French Competency Exam, 2005

Parisi Scholarship recipient, 2004 & 2005

Dean's List, 2003-2006